25X1A2a

30 March 1959

## PROCEDURE FOR

25X1A2g

- 1. At 8:30 AM every morning call X-2317 (Cable Secretariat) ask to speak to the Duty Officer.
- 2. Ask if any items "via tape" have been received (after you identify yourself as from OCR/DD)

  25X1A6d
- 3. If tapes were received take the shuttle to Cate 17. Co to 2202
- 4. There is an ISC book kept there.
- 5. Type code on the mats, at the end or on a separate sheet.
- 6. Use the following heading

## Intellofex Coded by OCR

If there are Action Codes/Bubject Codes

any.

Example 7-11/733.3

25X1A2g

USSE (East Germany)

If action codes are used make a note on the document "For Action Codes see first page of 700 Section." 25X1A2g

- 7. Immediately after the area codes spell out the areas involved USSR (East Germany) so that the research analysts commenting on the codes will be able to interpret the codes.
- 8. When the analyst receives a previously coded document in a batch, he will copy the codes on the Code Sheet, adding appropriate Security, locator, and date information.